



RICK SNYDER  
GOVERNOR

STATE OF MICHIGAN  
DEPARTMENT OF CORRECTIONS  
LANSING

DANIEL H. HEYNS  
DIRECTOR

**DIRECTOR'S OFFICE MEMORANDUM 2013 - 15**

**EFFECTIVE:** January 1, 2013

**DATE:** December 13, 2012

**TO:** Executive Policy Team  
Administrative Management Team  
Wardens

**FROM:** Daniel H. Heyns, Director

**SUBJECT:** Use of Prisoner Kiosks for Ordering Allowable Property

**SUPERSEDES 2012 - 16 (effective 2/1/12)**

The Department is in the process of installing kiosks in all general population housing units which will be used by prisoners to purchase authorized personal property available through Access Catalog, including but not limited to store and Securepak items. Prisoners in segregation and general population prisoners housed in the Special Alternative Incarceration Facility, in-patient mental health units, the Duane L. Waters Health Center, Residential Treatment Programs, or the Secure Status Outpatient Treatment Program will not have access to kiosks unless approved by the Deputy Director of Correctional Facilities Administration (CFA) or designee. In addition, general population prisoners may not have access to a kiosk if serving a sanction of toplock unless approved by the Warden as set forth in PD 03.03.105 "Prisoner Discipline" or if serving a loss of privileges sanction which includes use of the kiosk. Prisoners who do not have access to a kiosk, including prisoners serving a sanction of toplock or loss of privileges, will place store and Securepak orders through alternative means approved by the CFA Deputy Director.

The Administrator, or designee, of the Bureau of Fiscal Management in the Operations Support Administration in conjunction with the CFA Deputy Director or designee shall ensure that information on the use of these kiosks is available to prisoners before this service is available.